

VACANCY ANNOUNCEMENT

American Embassy Ouagadougou 14/034

OPEN TO: [All Interested Candidates](#)

DATE: **July 1, 2014**

POSITION: GUARD– FSN 02

OPENING DATE: **July 01, 2014**

CLOSING DATE: **July 16, 2014**

POSITION NUMBER: PSA – 100139/142/143/704 xxx

WORK HOURS: Full-time; 60 hours/week

SALARY: *Ordinarily Resident (OR): CFA 3,896,807 p.a (Starting Salary)
(Position Grade: FSN-02)

*Not-Ordinarily Resident (NOR)
(Position Grade: FP- CC) will be confirmed by Washington

ALL ORDINARILY RESIDENT APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Ouagadougou, Burkina Faso is seeking qualified candidates for employment for the position of **RSO Guards** in the Regional Security Office.

BASIC FUNCTION OF POSITION

The Guard position falls within the RSO Section and overall supervision is conducted by the ARSO or RSO.

Guards must meet the requirements provided in the shift schedule concerning assigned posts, shift times, and on-call duties. Guards will wear clean, neat, well-ironed, and complete uniforms while on duty.

Duty begins at roll-call. Guards will be in the prescribed uniforms and ready for inspection at roll-call (06:45 or 18:45). Guards will rotate between day and night duties every three months. Guards work five 12-hour shifts per week, and receive overtime pay or leave recuperation for performing more than sixty hours of duty in a week.

Guards will report security-related incidents to their shift leader or Main CAC and maintain a record of noteworthy circumstances or events in the log book for their post. Guards will prevent unauthorized entry by screening pedestrians and vehicles in accordance with posted guard orders.

Guards must be capable of responding to emergencies at their posts. This response may include tasks such as running short distances to seek shelter or provide emergency aid, pulling open or pushing closed a heavy security door, and other basic physical tasks that will help protect them and others.

QUALIFICATIONS REQUIRED

Note: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

a. Education

Completion of elementary school is required

b. Prior Work Experience Job Knowledge

Minimum one year prior work experience

c. Language Proficiency

Level II written and spoken English.

Level III written and spoken French.

English language skills will be tested

d. Job Knowledge

Thorough understanding of general, post, special and supplementary guard orders. Use and user-level maintenance of all assigned equipment. Adherence to work schedules. Execution of standard administrative tasks.

e. Skills and Abilities

Must be able to interact with Embassy staff and visitors. Must exercise good judgment in accordance with prescribed guidelines. Must operate and maintain assigned equipment. Must write reports and maintain logbooks. Must plan appropriately for leave and absences.

SELECTION CRITERIA

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

A) - Required forms: Interested applicants for this position must submit the following, or the application will not be considered:

1. New form: Application for Employment as a Locally Employed Staff or Family Member –DS-174 completed in English or French; (available on the Embassy Web site and at S/C.A.C west side entrance of the Embassy), **and**
2. A current resume or curriculum vitae in English or French that provides the same information as a DS-174; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

B) - Required documentation/attachments: 1). photocopies of attestations/certificates of work, service, trainings; essays. 2). photocopies of diplomas, degrees, awards earned that address the qualification requirements of the position as listed above.

Note:

- Applicants should retain original copies of all documentation which accompanies their applications.
- All applications must be submitted in English or French
- Any application not fully completed will not be considered.
- All applications received after the deadline will not be considered.
- All applications **must** be for an open/advertised position.
- Only short listed applicants will be contacted.


SUBMIT APPLICATION TO:


U.S. Embassy Ouagadougou
Attn: Human Resources Officer
Application for ***GUARD FSN 02***
01 B.P. 35 Ouagadougou 01,
Secteur 15, Ouaga 2000
Avenue Sembene Ousmane, Rue 15.873
E-mail: HROouaga@state.gov
Phone: (226) 50-49-53-00 / Fax: (226) 50.49.54.98

**ALL APPLICATIONS MUST BE RECEIVED AT THE EMBASSY
NO LATER THAN JULY 16, 2014**


The U.S. Mission in Ouagadougou, Burkina Faso provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

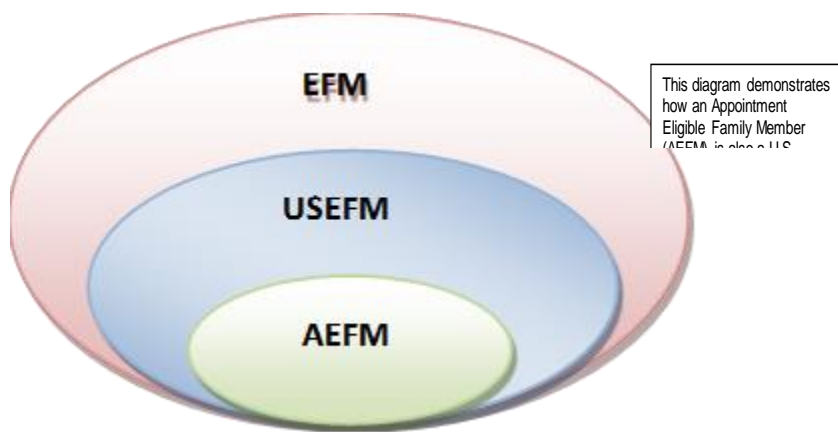
Drafted by: HRS: HDabo 

Cleared by: HRO: MKKatterson 

Cleared by: ARSO: RGudenkauf 

Approved by: MGMT: JMeeks 

Appendix A ***DEFINITIONS***



1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is a* U.S. citizen; and

Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and

Is listed on the travel orders *or approved Form [OF-126](#), Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (*AIT*), and who is under chief of mission authority; and

Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.

Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- *Is not* a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- *Is* locally resident; and,
- Has legal, permanent resident status within the host country; and,
- *Is* subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. Reference